

Title II Workforce Investment Act of 1998
Adult Education and Family Literacy Act
P. L. 105-220

Missouri Adult Education and Literacy State Plan 2000 - 2004

Original Submitted: April 12, 1999

Revision Submitted April 1, 2013

Department of Elementary and Secondary Education
PO Box 480
Jefferson City MO 65102-0480

Policy of Nondiscrimination

Applicants for admission and employment, students, parents of elementary and secondary students, employees, sources of referral of applicants for admissions and employment, and all unions or professional organizations holding collective bargaining or professional agreements are hereby, notified that the Missouri Department of Elementary and Secondary Education (the Department) does not discriminate on the basis of race, color, national origin, gender, age, or disabling condition in admission or access to, or treatment, or employment in its programs and activities.

Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, is directed to contact:

Director of Human Resources
Missouri Department of Elementary and Secondary Education
PO Box 480
Jefferson City, Missouri 65102-0480
(573) 751-9619

This position has been designated to coordinate the Department's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

**UNITED STATES DEPARTMENT OF EDUCATION
Office of Vocational and Adult Education**

**Adult Education and Family Literacy Act
Enacted August 7, 1998 as Title II of the
Workforce Investment Act of 1998 (Public Law 105-220)**

The Department hereby submits its revised State Plan extension to be effective until June 30, 2014. The eligible agency also assures that this plan, which serves as an agreement between State and Federal Governments under the Adult Education and Family Literacy Act, will be administered in accordance with applicable Federal laws and regulations, including the following certifications and assurances:

CERTIFICATIONS

**EDUCATION DEPARTMENT GENERAL
ADMINISTRATIVE REGULATIONS
(34 CFR PART 76.104)**

1. The plan is submitted by the State agency that is eligible to submit the plan.
2. The State agency has authority under State law to perform the functions of the State under the program.
3. The State legally may carry out each provision of the plan.
4. All provisions of the plan are consistent with State law.
5. A State officer, specified by title in the certification, has authority under State law to receive, hold, and disburse Federal funds made available under the plan.
6. The State officer who submits the plan, specified by the title in the certification, has authority to submit the plan.
7. The agency that submits the plan has adopted or otherwise formally approved the plan.
8. The plan is the basis for State operation and administration of the program.

ASSURANCES
WORKFORCE INVESTMENT ACT OF 1998
(Public Law 105-220)

Section 224 (b) (5), (6), and (8)

1. The eligible agency will award not less than one grant to an eligible provider who offers flexible schedules and necessary support services (such as child care and transportation) to enable individuals, including individuals with disabilities, or individuals with other special needs, to participate in adult education and literacy (AEL) activities, which eligible provider shall attempt to coordinate with support services that are not provided under this subtitle prior to using funds for AEL activities provided under this subtitle for support services.
2. Funds received under this subtitle will not be expended for any purpose other than for activities under this subtitle.
3. The eligible agency will expend the funds under this subtitle in a manner consistent with fiscal requirements in Section 241.

SEC. 241. ADMINISTRATIVE PROVISIONS.

- (a) Supplement Not Supplant—Funds made available for adult education and literacy activities under this subtitle shall supplement and not supplant other State or local public funds expended for adult education and literacy activities.
- (b) Maintenance of Effort—
 - (1) In general—
 - (A) Determination—An eligible agency may receive funds under this subtitle for any fiscal year if the Secretary finds that the fiscal effort per student or the aggregate expenditures of such eligible agency for AEL activities, in the second preceding fiscal year, was not less than 90 percent of the fiscal effort per student or the aggregate expenditures of such eligible agency for AEL activities, in the third preceding fiscal year.
 - (B) Proportionate reduction—Subject to paragraphs (2), (3), and (4), for any fiscal year with respect to which the Secretary determines under subparagraph (A) that the fiscal effort or the aggregate expenditures of an eligible agency for the preceding program year were less than such effort or expenditures for the second preceding program year, the Secretary—
 - (i) shall determine the percentage decreases in such effort or in such expenditures; and
 - (ii) shall decrease the payment made under this subtitle for such program year to the agency for AEL activities by the lesser of such percentages.

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- (2) Computation— In computing the fiscal effort and aggregate expenditures under paragraph (1), the Secretary shall exclude capital expenditures and special one-time project costs.
- (3) Decrease in federal support—If the amount made available for adult education and literacy (AEL) activities under this subtitle for a fiscal year is less than the amount made available for AEL activities under this subtitle for the preceding fiscal year, then the fiscal effort per student and the aggregate expenditures of an eligible agency required in order to avoid a reduction under paragraph (1) (B) shall be decreased by the same percentage as the percentage decrease in the amount so made available.
- (4) Waiver— The Secretary may waive the requirements of this subsection for one (1) fiscal year only, if the Secretary determines that a waiver would be equitable due to exceptional or uncontrollable circumstances, such as a natural disaster or an unforeseen and precipitous decline in the financial resources of the State or outlying area of the eligible agency. If the Secretary grants a waiver under the preceding sentence for a fiscal year, the level of effort required under paragraph (1) shall not be reduced in the subsequent fiscal year because of the waiver.

Missouri Department of Elementary & Secondary Education
(State Agency)

PO Box 480

Jefferson City MO 65102
(Address)

By: _____
(Signature of Agency Head)

Commissioner of Education
(Title)

(Date)

2.0 NEEDS ASSESSMENTS (No Revision Required by U.S. Department of Education)

- 2.1 The total population for the State of Missouri is 5,358,692 of which 3,939,284 persons are 16 years of age or older. There are 17% of these adults at level 1 and 46% are at level 1 or 2 as defined in the National Adult Literacy survey conducted by Portland State University. (See Appendix E)
- 2.2 Missouri adults 16 years of age or older include the following special populations:
1. 15% are low income adult learners who are educationally disadvantaged.
(Source: Missouri State Census Data Center).
 2. 13% have a disability that is serious enough to limit their ability to work.
(Source: Census Predictors, Portland State University, 1996).
 3. 18.5% are single parents and displaced homemakers.
(Source: Missouri State Census Data Center).
 4. 12% have multiple barriers to educational enhancement while less than 1% have limited English proficiency.
(Source: Synthetic Estimates of Literacy, Portland State University, 1996).
 5. 0.5% are criminal offenders in correctional or other institutions.
(Source: Missouri Department of Corrections).
 6. 0.5% are homeless adults.
(Source: Missouri Association for Social Welfare, Missouri 1996 Homeless Census).
- 2.3 The University of Missouri statistically analyzed census data of the State of Missouri to determine the target population of eligible adult students for each school district. (See Appendix E)

3.0 DESCRIPTION OF AEL ACTIVITIES (Revised)

- 3.1 Local Program applicants will determine what services are needed in the area to be served that are allowable under the act and will determine how these services will be provided. Services include:

1. AEL services which may include Workplace Literacy services.
2. Family Literacy.
3. English Literacy programs (English as a Second Language).

AEL funds will be used to support or provide programs, services, or activities for individuals who are 17 years of age or older (or have completed 16 units of credit towards high school graduation) and who are not enrolled or required to be enrolled in secondary school under Missouri State Law.

- 3.2 While AEL funds may not be used for those under sixteen (16) years of age, exceptions may be made by the local program if they decide to use AEL funds for family literacy if such programs, services, or activities are related to family literacy services (See Special Rule, WIA, Section 231(d)).

- 3.3 The Department's and section's organizational charts are attached.

In Fiscal Year 2012, the state procured the services of a new professional development provider. Missouri requires that individuals providing instruction in an AEL class must be state certified as an AEL teacher. In order for a teacher to remain certified, teachers must attend professional development activities. Missouri's AEL program provides these professional development workshops/activities through a contract with a professional development vendor. Our professional development provider is the University of Missouri's Missouri Training Institute, located in Columbia, MO.

4.0 ANNUAL EVALUATIONS (Revised)

- 4.1 The Department is implementing a new monitoring process effective July 1, 2013 which the AEL program will participate in. This new monitoring process is comprised of three components:
1. Desk Review – which is an annual review of AEL grants/contracts. This includes monthly reviews of financial reports and an annual review of program data. The data will include numbers served, performance data, and may include analysis of student demographics.;
 2. Self Assessment – for a select number of districts/programs, a self-monitoring report will be submitted to the Department for review to determine compliance with grant/contract requirements;
 3. On-Site Monitoring – a select number of programs will be scheduled for an on-site review.

5.0 PERFORMANCE MEASURES (Revised)

5.1 Eligible Agency Performance Measures

1. Program progression percent (12+ progressed students/eligible 12+ pre-tested students) shall meet or exceed the average of the negotiated federal targets
2. Program shall meet or exceed the federal target for attainment of secondary credential.
3. Program shall meet or exceed the federal target for entered and retained employment.
4. Program shall meet or exceed the federal target for post-secondary placement.

5.2 Additional Indicators

1. A minimum of 70% of all students enrolled will persist to attend for 12+ hours and be pre-tested.
2. A minimum of 90% of all students enrolled will be pre-tested.
3. A minimum of 60% of all students served (12+ hours and pre-tested) will be post-tested.
4. Numbers served relative to the number proposed to be served.

5.3 Levels of Performance

1. The State AEL office will use the federally negotiated performance measures as the established levels of performance (see Appendix B).
2. The outcome of the performance measures are reviewed annually. A portion of the eligible provider's budget is determined by the performance outcomes. A program's funding may be terminated for lack of performance.

5.4 Factors

1. Performance levels may be adjusted for factors such as:
 - Characteristics of participants
 - Services and instruction to be provided
 - ESL students

Further Information

1. The State Workforce Investment Agency (the Missouri Division of Workforce Development, Department of Economic Development) will be implementing the Common Measure performance indicators that are aligned with the currently applicable WIA Performance Measures according to the U.S. Department of Labor Planning Guidelines.
2. If Missouri is awarded WIA Incentive Funds, the application for these funds will be prepared in cooperation and submitted with the agreement of all partners involved.

6.0 PROCEDURES AND PROCESS FOR FUNDING ELIGIBLE PROVIDERS (Revised)

The State AEL office will be conducting a competitive bid process for basic Adult Education and Literacy services/activities in the spring of 2013 for services/activities beginning July 1, 2013.

6.1 Applications will be competitive, open, and available to all eligible applicants and will address the following items:

1. The degree to which the local provider will establish measurable goals for participant outcomes.
2. The past documented effectiveness or demonstrated ability of an eligible provider in improving the literacy skills of adults and families.
3. The documented success of an eligible provider in meeting or exceeding the Department's approved performance measures under section 212 of the Act, especially with respect to those adults with the lowest levels of literacy for a minimum period of one year.
4. The commitment of the eligible provider to serve individuals in the community who are most in need of literacy services, including individuals who are low-income or have minimal literacy skills and persons with special needs.
5. Whether or not the program:
 - a. Is of sufficient intensity and duration for participants to achieve substantial learning gains; and
 - b. Uses instructional practices, such as phonemic awareness, systematic phonics, fluency, and reading comprehension that research has proven to be effective in teaching individuals to read.
6. Whether the activities are built on a strong foundation of research and effective educational practice.
7. Whether the activities effectively employ appropriate advances in technology, including the use of computers.
8. Whether the activities provide learning in real life contexts to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship.
9. Whether the activities are staffed by well-trained instructors, administrators, and other appropriate professional staff.

10. Whether the activities are coordinated with other available resources in the community, such as by establishing strong links with elementary schools and secondary schools, post-secondary educational institutions, one-stop centers, job training programs, and social service agencies.
11. Whether the activities are offered with flexible schedules and support services (such as child care and transportation) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs.
12. Whether the program maintains a high quality information management system that has the capacity to report participant outcomes and to monitor program performance against the local provider's performance measures.
13. Grants/contracts are awarded for one year, with two one-year renewals based on performance and available funding.

6.2 Funding - Core Funding is based upon the following:

For Fiscal Year 2014, local AEL programs selected to provide AEL services and activities will submit budgets based upon "need". Local AEL programs will submit budgets that clearly identify what funds will be needed to offer and administer AEL services and activities. If the option for renewal is exercised, the budget offered to the AEL program for the renewal period will be based on the first year budget amount but may be modified up to ten percent (10%) based on performance data of the provider. Past performance can include, but is not limited to, academic and GED student success as defined by the NRS.

6.3 Eligible Providers for a grant or contract may include:

1. A local educational agency.
2. A community-based organization of demonstrated effectiveness.
3. A volunteer literacy organization of demonstrated effectiveness.
4. An institution of higher education.
5. A public or private nonprofit agency.
6. A library.
7. A public housing authority.
8. A nonprofit institution that is not described in any of these subparagraphs and has the ability to provide literacy services to adults and families.

9. A consortium of any otherwise eligible agencies, organizations, institutions, libraries, or authorities.

6.4 Notice of Availability

Notice of program and funds available will be made in at least 2 major newspapers that have state-wide circulation and the Grant and Invitation for Bid Applications will also be placed on the Department's website. The Missouri Office of Administration has established guidelines and procedures for the selection and awarding of grants/contracts.

6.5 Applications must be submitted on the date stated in the notice referenced in Section 6.3.

6.6 Evaluation of applications will be made by impartial readers using guidelines to objectively evaluate the application and will at a minimum consider the following:

1. Applicants plan to meet or exceed the federally negotiated performance measures. (See Appendix B)
2. Applicants must document in objective, quantifiable, and measurable form their past program effectiveness or demonstrate their ability to provide AEL services to adults.
3. Applicants will be evaluated in terms of how the program will serve individuals in the community who are most in need of literacy services.
4. Applicants must describe that the local program is of sufficient intensity and duration for participants to achieve substantial learning gains.
5. Program activities are built on a strong foundation of research and effective educational practice.
6. The program effectively employs appropriate technology including the use of computer assisted instruction.
7. Activities are related to real life situations and ensure that a student will have the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship.
8. The program is staffed with state certified instructors, administrators, and other necessary professional educators.
9. The program coordinates its activities with other available resources such as with elementary and secondary schools, postsecondary education programs, area vocational-technical schools, Missouri Career Centers (One-Stop Centers), job training programs, and social service agencies.
10. Local programs will provide flexible schedules and coordinate supportive services between the program and other agencies in the area being served, such as childcare and transportation that are necessary for students to attend and complete the program.

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11. The program maintains a high quality information management system that reports student outcomes and monitors local program performance against the local provider's performance goals. Missouri's Adult Computer Enrollment System (ACES) is used by all local AEL programs.
12. The local community needs for additional English Literacy programs are identified and met.

6.7 Special Rule – not applicable

7.0 PUBLIC PARTICIPATION AND COMMENT (No Revisions)

- 7.1 Several planning meetings were held with representatives of the following agencies and partners to obtain input and guidance in developing the State Plan for AEL:
1. A broad cross section of potential service providers
 2. Representatives from the Family Support Division
 3. Representatives of Even Start and Family Literacy programs
 4. Postsecondary institutions
 5. Job Training program representatives
 6. Corrections
- 7.2 The State Plan was submitted to the Governor's office for review and comment. Any comments will be included as Appendix D to the State Plan.
- 7.3 A draft of the State Plan was placed on the Department's AEL webpage for review and comment.
- 7.4 The state conducted 5 public hearings on a regional basis.
- 7.5 The Missouri Employment and Training Council (MTEC) Executive Committee at its April 5, 1999, meeting reviewed and favorably commented on the State Plan. The Executive Committee recommended that the State Plan be accepted by the full council. MTEC has been designated as the State's Workforce Investment Board.
- 7.6 A summary of all comments received will be included in Appendix D.

8.0 DESCRIPTION OF PROGRAM STRATEGIES (Revised)

8.1 Innovative programs will be available where appropriate for use by students.

1. Distance learning programs will be utilized for instruction.
2. Local AEL programs will be encouraged to provide supportive activities such as counseling, homework strategies, and computer aided instruction for students.
3. Local AEL programs will provide referrals to other agencies providing special care or services.
4. Access to information and resources for programs serving ESL students can be located at Resources@MCCE (<http://missouricareereducation.org/res/index.html>).
5. Services may be provided in low income housing projects and institutions such as correctional centers, jails, halfway houses by local AEL programs.
6. Facilities will be available to students with disabilities.
7. All programs will provide equal access to AEL services for students with disabilities.
8. All local providers will be encouraged to maintain services in Missouri Career Centers (One-Stop Centers), business and industry locations, and not-for-profit community based facilities.

9.0 INTEGRATION WITH OTHER ADULT EDUCATION & TRAINING (Revised)

- 9.1
1. Local AEL programs will be represented on local Workforce Investment Boards, as required by WIA, Sec. 117 (b)(2)(A)(ii).
 2. AEL programs will be involved in and provide service at Missouri Career Centers (One-Stop Centers) when practical.
 3. AEL instruction will be provided as a component of Family Literacy programs in the state as needed or requested.
 4. Workplace Literacy as defined in Section 201 (18) of WIA, will be available to local businesses as a component of the AEL program as needed or requested.
 5. Local AEL services will be coordinated with Temporary Assistance for Needy Families (TANF) as needed or requested to assure welfare recipients have the skills needed for employment and to become self-sufficient and productive citizens.

Local public and nonpublic secondary schools are required to provide lists of persons to the State AEL office who have dropped out of school for referral to local AEL programs in a timely manner. (Required by Missouri State Law 167.275, Section 167.275, Revised Statutes of Missouri.)

AEL local programs have established advisory committees, which include representation from Workforce Investment Act programs.

9.2 State Unified Plan

1. Missouri submitted its WIA plan to the U.S. Department of Labor in spring, 2000. The Plan was approved and implemented on July 1, 2000. At this time, no decision has been made on the submission of a unified State Plan.
2. There are fourteen (14) approved and designated Workforce Development Regions in Missouri. All of the Regions have Memorandums of Understanding (MOU) between workforce development partners, including local AEL programs. MOUs in each Region are annually reviewed, updated, and/or amended as needed.

**10.0 DIRECT AND EQUITABLE ACCESS TO ADULT EDUCATION FUNDS AND PROGRAMS
(Revised)**

- 10.1
1. All eligible applicants will use the competitive application process when applying for program funds.
 2. The State AEL office conducted a pre-bid meeting for eligible providers interested in applying for funding.
 3. All documents related to the application for AEL funds are posted on the State AEL offices' website, which instructions and information regarding the application process.
 4. Applications will be read, evaluated, and scored by impartial readers. Applications receiving the highest scores will be funded as outlined in Section 6.1.
 5. Funds will be allocated based on need and past performance.
 6. The State AEL office conducted a competitive bid process in the spring of 2013 for AEL services and activities beginning July 1, 2013.
- 10.2
- Notice of program and funds available will be made in at least two (2) major newspapers that have statewide circulation and the Grant and Invitation for Bid Applications will also be placed on the Department's website. The Missouri Office of Administration has established guidelines and procedures for the selection and awarding of grants/contracts.

11.0 PROGRAMS FOR CORRECTIONAL EDUCATION AND OTHER INSTUTIONALIZED INDIVIDUALS (No Revision Required by U.S. Department of Education)

- 11.1 AEL services to persons who are institutionalized or are in correctional facilities will be provided with not more than 10% of the 82.5% of federal funds made available for use by local providers and state agencies.

The types of Correctional AEL programs that may use federal AEL Act funds include:

1. Basic education,
 2. Special education programs (including learning disabled programs),
 3. English as a Second Language classes, and
 4. Secondary school level academic programs.
- 11.2 AEL funds will be used to serve individuals who are likely to leave the correctional institution within five years or less of participation in the program or in an early release program.
- 11.3 Types of institutional settings:
1. Prison
 2. Jail
 3. Reformatory
 4. Work farm
 5. Detention center
 6. Halfway house, community-based rehabilitation center, or other similar institution designed for the confinement and/or rehabilitation of other special populations.

12.0 STATE LEADERSHIP ACTIVITIES (Revised)

12.1 The Department will use no more than 12.5% of federal funds for one or more the following AEL activities:

1. The establishment or operation of professional development programs to improve the quality of instruction provided, pursuant to local activities required under Section 231(b), including instruction incorporating phonemic awareness, systematic phonics, fluency, reading comprehension, and instructional assistance provided by volunteers or by other personnel.
2. The provision of technical assistance to eligible providers of AEL activities.
3. The provision of technical assistance, including staff training, to eligible providers of AEL activities to enable the eligible providers to improve the quality of such activities.
4. The support of state or regional literacy centers.
5. The monitoring and evaluation of the quality of, and the improvement in, AEL activities.
6. Incentives for program coordination, integration, and/or performance.
7. The development and dissemination of curricula, including curricula incorporating phonemic awareness, systematic phonics, fluency, reading comprehension, and education strategies for special needs students.
8. Other activities of statewide significance that promote AEL.
9. Coordination with existing support services, such as transportation, child care, and other assistance designed to increase rates of enrollment in, and successful completion of, AEL activities.
10. Integration of literacy instruction and occupational skill training, and the promotion of linkages with employers.
11. Promotion of linkages with area vocational-technical schools and postsecondary educational institutions.

12.2 Description of Joint Planning and Coordination for Unified Plan Only

Not applicable. Missouri did not submit a Unified Plan.

12.3 The Department will provide the following activities to ensure equitable access to and participation in the AEL programs for students, teachers, and other program beneficiaries with special needs:

1. All local programs will be required to provide equitable access to all program services for students, teachers, and other program beneficiaries.
 2. ESL training workshops will be provided on a yearly basis for ESL teachers to ensure quality English language instruction for non-English speaking students.
- 12.4 There are fourteen (14) approved and designated Workforce Investment Regions in Missouri. All of the Regions have approved Memorandums of Understanding (MOU) between workforce development partners, including local AEL programs. MOUs are updated and revised as needed in each Region.
1. The state educational agency will use no more than 5% of the federal funds for the following state administrative activities:
 - The development, submission, and implementation of the State Plan.
 - Consultation with other appropriate agencies, groups, and individuals that are involved in, or interested in, the development and implementation of activities assisted under Title II of the Workforce Development Act.
 - Coordination with other Federal and State education, training, corrections, public housing, and social service programs to prevent duplication of services.
 2. Collaboration with Other Related Agencies and Programs
 - AEL, through local service providers, will provide adult literacy components to all local programs such as Even Start, Family Literacy, Workforce programs, English as a Second Language programs, Homeless programs, programs serving welfare recipients, citizenship programs, and other programs serving unemployed or under employed adults if requested.
 - Local AEL staff should actively participate on boards and other similar bodies providing services to persons who need AEL.
 - The following representatives were invited to attend planning meetings during the development of the State Plan:
 - Local literacy providers,
 - Even Start/Family Literacy,
 - Volunteer literacy agencies,
 - Not-for-profit community-based organizations,
 - Job Development and Training,
 - Family services - Temporary Assistance to Needy Families (TANF)
 - Community college/higher education, and
 - Professional adult education and literacy organizations.

- Appendix A Invitation for Bid (IFB) and Grant Applications
- Appendix B PROPOSED Fiscal Year 2014 Adult Education and Literacy Performance Measures and Benchmarks
- Appendix C Local AEL Program Director's Guide
- Appendix D Copy of letter to Governor
- Appendix E Statistics for the target populations for each school district in Missouri are available on the Department's Web site at: <http://www.dese.mo.gov/schooldata>
- Appendix F Department of Elementary and Secondary Education and AEL Section Organizational Charts

**Adult Education and Literacy
Invitation for Bid (IFB) and Grant Application**

Fiscal Year 2014 Grant and IFB Applications available on request.

Proposed Federal Targets for Fiscal Year 2013

Adult Education and Literacy PROPOSED Performance Measures and Benchmarks			
Core Indicator #1: Demonstrated improvements in literacy skill levels in reading, writing, and speaking the English language, numeracy, problem-solving, English language acquisition, and other literacy skills. Percent of enrollees who were enrolled at indicated level (validated by formal assessment) and who acquired the level of basic skills needed to complete the educational functioning level.			
Performance Measures	Actual for Fiscal Year 2012	Target for Fiscal Year 2013	Proposed for Fiscal Year 2014
Beginning Literacy	71%	68%	71%
Beginning Basic Education	61%	61%	61%
Low Intermediate Basic Education	63%	61%	63%
High Intermediate Basic Education	58%	54%	58%
Low Adult Secondary Education	60%	55%	60%
High Adult Secondary Education	60%	60%	60%
Core Indicator #1: Demonstrated Improvements in literacy skill levels in reading, writing, and speaking the English language, numeracy, problem-solving, English language acquisition, and other literacy skills. Percent of enrollees who were enrolled at indicated level (validated by formal assessment) and who acquired the level of basic skills needed to complete the educational functioning level.			
Performance Measures	Actual for Year 2012	Target for Fiscal Year 2013	Proposed Fiscal Year 2014
Beginning ESL Literacy	65%	69%	65%
Low Beginning ESL	77%	71%	77%
High Beginning ESL	69%	70%	69%
Low Intermediate ESL	62%	58%	62%
High Intermediate ESL	61%	55%	61%
Advanced ESL	43%	39%	43%

Adult Education and Literacy
PROPOSED Performance Measures and Benchmarks

Core Indicator #2: Entered employment. There is a change in cohort eligibility starting in Year 2013.

Performance Measures	Actual for Year 2012	Target for Year 2013	Proposed for Fiscal Year 2014
The percentage of unemployed adult learners who are eligible to be counted and that obtained employment.	45% of unemployed adult learners enrolled obtained employment.	45% of unemployed adult learners enrolled will obtain employment.	45% of unemployed learners enrolled will obtain unsubsidized employment.

Core Indicator #3: Retained employed. There is a change in cohort eligibility starting in Year 2013.

Performance Measures	Actual for Year 2012	Target for Year 2013	Proposed for Fiscal Year 2014
The percentage of adult learners entering the AEL program who are eligible to be counted and employed and who had a job during the reporting period.	66% of adults were retained on the job or advanced on the job.	56% of adults will be retained on the job or advanced on the job.	56% of adults will be retained on the job or advanced on the job.

Core Indicator #4: Receipt of a secondary school diploma or GED. There is a change in cohort eligibility starting in Year 2013.

Performance Measures	Actual for Year 2012	Target for Year 2013	Proposed for Fiscal Year 2014
The percentage of adults enrolled who are eligible to be counted, took and passed the GED, earned a high school diploma or recognized equivalent.	75% of adults earned a high school diploma or recognized equivalent.	75% of adults will earn a high school diploma or recognized equivalent.	75% of adults will earn a high school diploma or recognized equivalent.

Core Indicator #5: Placement in postsecondary education or training. There is a change in cohort eligibility starting in Year 2013.

Performance Measures	Actual for Year 2012	Target for Year 2013	Proposed for Fiscal Year 2014
The percentage of adult learners who are eligible to be counted and are enrolled in a postsecondary program.	49% of adult learners who enrolled in postsecondary education or vocational training.	15% of adult learners will enroll in postsecondary education or vocational training.	15% of adult learners who enrolled in postsecondary education or vocational training.

**Local AEL Program Director's Guide
(Available on AEL Webpage)**

http://www.dese.mo.gov/divcareered/documents/AEL_directors_guide_14.pdf

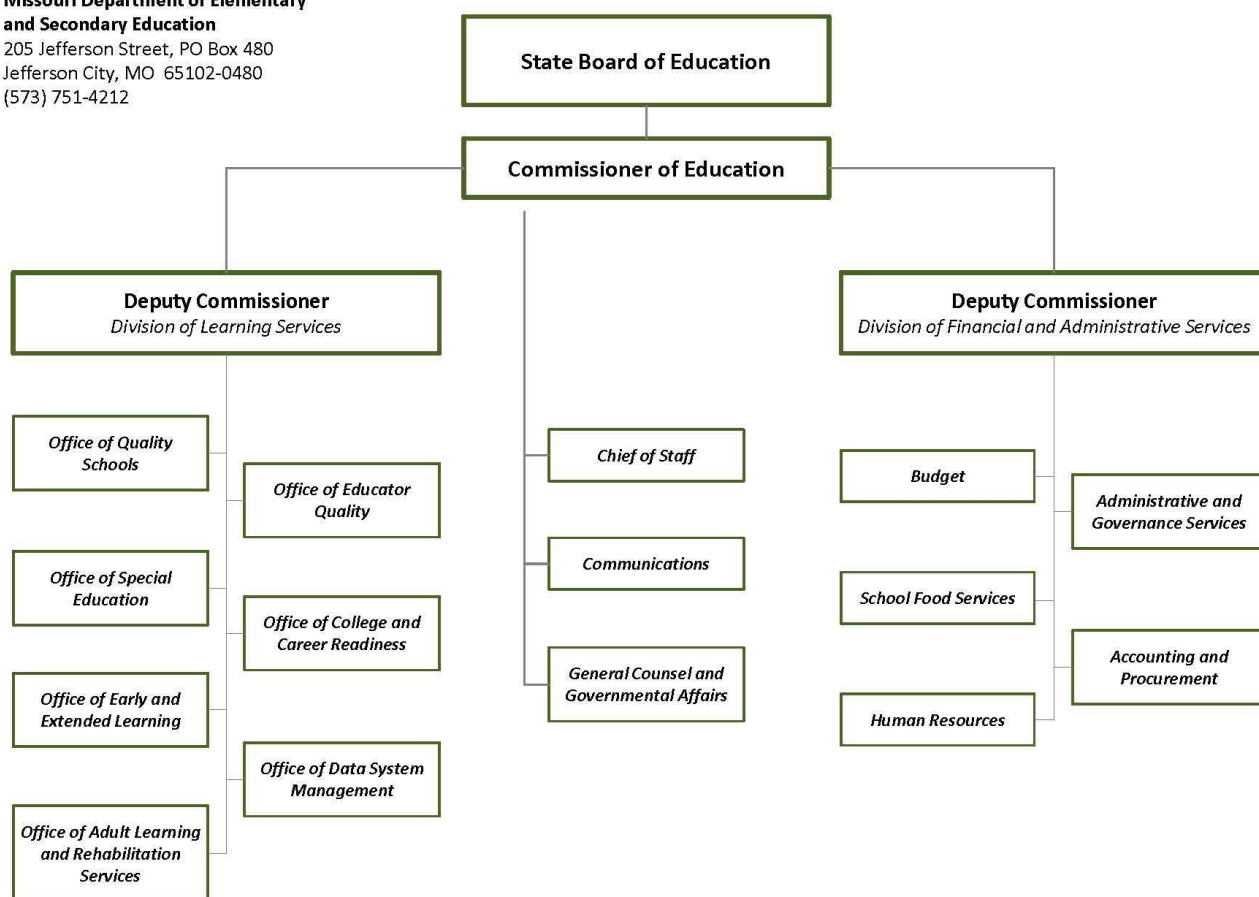
A copy of the transmittal letter to Governor is included.

**Statistics for the target populations for each
school district in Missouri are available on the
Department's website at:
<http://dese.mo.gov/schooldata>**

NO REVISIONS MADE

Missouri Department of Elementary and Secondary Education and Adult Education and Literacy Section Staff (Revised) Organizational Charts

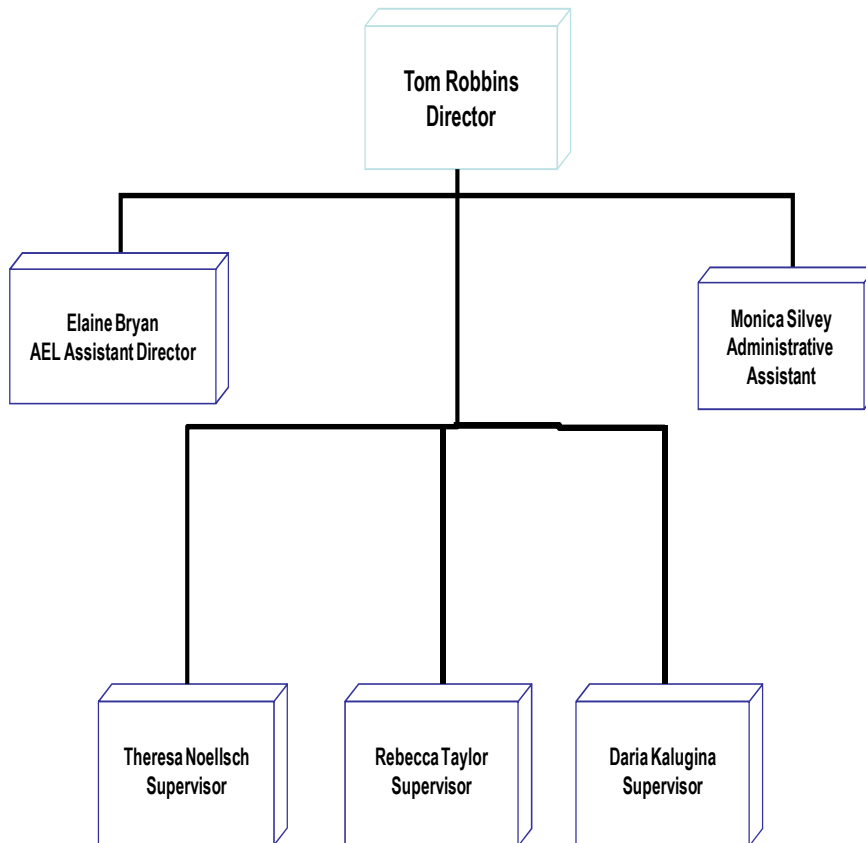
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Effective July 1, 2010

Organization Chart

Missouri Adult Education and Literacy Section



March 2013

Submitted 4/1/2012